

**Minutes of the**  
**Lafayette Workforce Development Board**  
**Meeting**

**July 12, 2016**

**I. Call to Order**

The meeting of the Lafayette Workforce Development Board was called to order at 2:07pm, by WDB Chairperson, Angela Tauzin. The meeting was held at CGI Federal, Inc located at 538 Cajundome Boulevard, Lafayette Louisiana 70506.

**II. Pledge of Allegiance**

The Pledge of Allegiance was led by WDB Chairperson, Angela Tauzin.

**III. Roll Call**

Roll was called by WDB Recording Secretary, Claudette Nickerson.

**Members Present**

Deborah Aymond  
Terry Castille  
Julie Cherry  
Syd Crawford  
Helen Dartez

James Debaillon  
Terry Garrett  
Chris Hockaday  
Ryan LaGrange  
Rachel Murray

Chuck Nuzum  
Carlos Perez  
Barbara Prejean  
Willie Smith  
Angela Tauzin

**Members Absent**

Lynn Blanchard  
Joseph Cilano  
Krystal Holder

Raye Nell Spillman  
Spencer Smith  
Ernest Stephens

Melissa Thompson  
Nicole Zaunbrecher

**Staff Present**

Cortney Boutte'-Breaux, Interim Executive Administrator, Lafayette Workforce Dev. Board  
Missy Grimmett, Region IV Industry Coordinator  
Tina Johnstone, Local Area Coordinator for LWDA #41  
Chanda Moffett, Youth Counselor for LWDA #41

**Guest Present**

Gail Builleaud & Norma Guidry, Volunteer Instructors Teaching Adults (VITA)  
Shanea Nelson, PhD., Director of Community Development, Lafayette Consolidated Gov't

Carmen Ocampo, Program Advisor, LWDB #40  
Brenda Hubbard-Thomas, Executive Director, LWDB #40  
Andre Perez, Director of Special Programs, South Louisiana Community College  
Virginia Rabalias, Adult Education Supervisor, Lafayette Parish School System  
Jermaine Ford, Director of Corporate College, South Louisiana Community College  
Sophia Seymore, Instructor for the KYTE Program  
Joel Robideaux, Mayor-President of Lafayette Parish

**IV. Introduction of Guests**

Cortney Boutte'-Breaux welcomed everyone in attendance. She then introduced all guests present.

**V. Minutes of the April 12, 2016 WDB Meeting**

Minutes of the April 12, 2016 Lafayette Workforce Development Meeting were provided for review. There was one correction to the minutes identified as a name was misspelled. A **motion** to approve the minutes with the identified correction was made by Carlos Perez and seconded by Sydney Crawford. The motion carried unanimously with no opposition or abstentions, with the following in favor: Deborah Aymond, Terry Castille, Julie Cherry, Helen Dartez, James Debaillon, Terry Garrett, Chris Hockaday, Ryan LaGrange, Rachel Murray, Chuck Nuzum, Barbara Prejean, Willie Smith, and Angela Tauzin.

**VI. Special Guest Speaker: Mr. Joel Robideaux, Mayor-President of Lafayette Parish**

Cortney Boutte'-Breaux introduced Mr. Robideaux and provided a brief biography. Mr. Robideaux addressed all in attendance as the newly elected Mayor-President of Lafayette Parish. He reviewed three of his top priorities since taking office which were the University Gateway, implementing "No Kill" animal shelters in Acadiana, and the I-49 Corridor. Mr. Robideaux also mentioned that the current Lafayette Parish budget is significantly down versus previous years. He stated that the Lafayette Consolidated Government is preparing a budget that will go before the council in late July 2016.

**VII. Acceptance of PY16/FY17 WIOA Contract and STEP Funds**

Cortney Boutte'-Breaux presented the WIOA contract with allocations and the STEP allocation to the board. Cortney stated that Lafayette Parish was allocated \$915,903 of WIOA dollars for PY16/FY17. She explained that the money will come in two separate pots with the first being \$427,912 and the second being \$487,991. She reviewed the categories of the funding; Adult \$290,537, Dislocated Worker \$291,990, and Youth \$333,376 for a total of \$915,903. These dollars are to be utilized for workforce development activities.

Cortney also stated that Lafayette Parish was allocated \$70,000 of Strategies to Empower People (STEP) funding to provide intensive case management services to individuals receiving welfare assistance in an effort to lead them to self-sufficiency.

It was requested that the board approve the acceptance of WIOA funds in the amount of \$915,903 and STEP funds in the amount of \$70,000. A **motion** to approve the WIOA and STEP funds was made by Julie Cherry and seconded by Ryan LaGrange. The motion carried unanimously with no opposition or abstentions with the following in favor: Deborah Aymond, Terry Castille, Sydney Crawford, Helen Dartez, James Debaillon, Terry Garrett, Chris Hockaday, Rachel Murray, Chuck Nuzum, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

**VIII. Review and Approval of PY16/FY17 Proposed Budget**

Tina Johnstone review the proposed WIOA budget that included Adult, Dislocated Worker, and Youth funds as well as STEP funds. Tina mentioned that the Louisiana Workforce Commission requires that at least 20% of funds allocated to an area must be spent on training. With that, the proposed budget demonstrated that a total of \$164,863 would be allocated for training. Cortney stated that the STEP Case Manager that provides the STEP services has been performing exceedingly and the Louisiana Workforce Commission acknowledged the Lafayette office as the best performing office in the state. It was requested that the proposed budget be approved by the board.

A **motion** to approve the proposed WIOA and STEP budget was made by Chuck Nuzum and seconded by Terry Garrett. The motion carried unanimously with no oppositions or abstentions with the following in favor: Deborah Aymond, Terry Castille, Julie Cherry, Sydney Crawford, Helen Dartez, James Debaillon, Chris Hockaday, Ryan LaGrange, Rachel Murray, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

**IX. Local/Regional WIOA Plan for 2016 – 2020 for Region IV**

Cortney provided information on the mandatory WIOA Plan for Local/Regional Workforce Development Areas as required by the Workforce Innovation and Opportunity Act (WIOA). Cortney stated that the draft plan was published for a public comment period of 30 days on June 29<sup>th</sup>. She stated that public comments will be received and considered until noon on July 29<sup>th</sup>. She did inform all board members that the plan was placed on several websites, including the Lafayette Consolidated Government's website and that all public comments are welcomed until the deadline. Any comments received will be taken into consideration and will be included as an attachment of the plan. Cortney requested that the board approve the draft plan subject to changes should any public comments warrant.

A **motion** to approve the draft Local/Regional Draft WIOA for 2016 – 2020 for Region IV was made by Debbie Aymond and seconded by Julie Cherry. The motion carried unanimously with no opposition or abstentions with the following in favor: Terry Castille, Sydney Crawford, Helen Dartez, James Debaillon, Terry Garrett, Chris Hockaday, Ryan LaGrange, Rachel Murray, Chuck Nuzum, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

**X. Request to Extend the KYTE Contract**

Tina Johnstone stated that during the April 2016 meeting, the board members approved a six month extension to the Keeping You Trained and Employed (KYTE) contract with the Lafayette Parish School System as it was unknown who would be the WorkReadyU provider after July 2016. Most recently, Lafayette Parish School System and the Lafayette Business and Career Solutions Center came to an agreement, with the board approval, to allow Lafayette Parish School System to continue the operation of the KYTE program until June 30, 2017. Since Lafayette Parish School System will no longer be the WorkReadyU provider for Lafayette Parish as of July 2017, the Lafayette Business and Career Solutions Center will submit a Request for Proposals to solicit an operator of the KYTE program during the beginning months of 2017. It was requested that the board approve an extension of the current KYTE contract from December 1, 2016 to June 30, 2017 with allocated funds to operate during that period in the amount of \$40,379.80.

A **motion** to extend the current KYTE contract with the Lafayette Parish School System from December 1, 2016 to June 30, 2017 with an allocated funding amount to operate during said period of \$40,379.80 was made by Chuck Nuzum and seconded by Terry Garrett. The motion carried unanimously with no opposition or abstentions with the following in favor: Deborah Aymond, Terry Castille, Julie Cherry, Sydney Crawford, Helen Dartez, James Debaillon, Chris Hockaday, Ryan LaGrange, Rachel Murray, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

**XI. LWC Comprehensive Monitoring Report**

Cortney provided information regarding the comprehensive monitoring review that was recently conducted by the Louisiana Workforce Commission (LWC) Office of Workforce Development's Compliance and Monitoring Unit. In a report issued by LWC dated June 27, 2016, after conducting an administrative/fiscal and programmatic review, the LWC identified no administrative/fiscal findings. However, this report only included results of the administrative/fiscal review and stated that programmatic results would be issued at a later date. Cortney referred members to the full report that was located in the packets that all members received, should they wish to read the full report.

**XII. Lafayette Business and Career Solutions Center Reports**

- **End of the Year Expenditure Reports**

Tina Johnstone reviewed expenditure reports for the following funding categories: WIOA Adult, Dislocated Worker, and Youth; Strategies to Empower People (STEP); Louisiana Job and Employment Training (LaJET); Trade Adjustment Assistance (TAA); and the Job Driven National Emergency Grant (JD NEG). She informed members that the WIOA dollars have a two year spending time frame. She assured all members that the allocated dollars would be spent by the funding deadline.

- **Training Report as of January 1, 2016**

Tina Johnstone reviewed the training report as of January 1, 2016. Tina stated that since January 1, 2016, there have been sixty-seven (67) participants placed into training. Training included both Individual Training Accounts (ITAs) and On-the-Job Training (OJT) contracts. Tina reminded individuals that ITAs are a form scholarships for individuals who are eligible to receive tuition assistance for post-secondary educational training and an OJT contract is funding that can reimburse an employer for a period of the time utilized to train an individual in an occupation.

- **Traffic Report – Yearly Comparison**

Tina Johnstone reviewed the traffic report that captures the traffic flow of the Lafayette Business and Career Solutions Center. Tina mentioned that so far in 2016, there have been 14,114 individuals who have come to the Lafayette office for assistance.

- **Youth Service Navigator Report**

Chanda Moffett, Youth Counselor for the Lafayette Workforce Development Area #41, provided a Youth Service Navigator Report. Her report included activities for April and May of 2016 and outreach efforts for the KYTE program. Chanda also encouraged employers in the room to participate in the Work Experience program that is offered by the Lafayette Business and Career Solutions Center. It was requested that the report given by Chanda be approved.

A **motion** to accept the Youth Service Navigator Report was made by Ryan LaGrange and seconded by Chris Hockaday. The motion carried unanimously with no oppositions or abstentions, with the following in favor: Deborah Aymond, Terry Castille, Julie Cherry, Sydney Crawford, Helen Dartez, James Debaillon, Terry Garrett, Rachel Murray, Chuck Nuzum, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

- **Monitoring Report**

Claudette Nickerson, Monitor for the Lafayette Workforce Development Area #41, reviewed the most recent monitoring report that included monitoring of the Lafayette Business and Career Solutions Center (LBCSC) as well as the KYTE Contract. Claudette stated that there were two findings and one area of concern. To date, the corrective actions for all findings were provided by the staff of the LBCSC and were accepted by the monitor. It was requested that the board accept the monitoring report with revisions to the report regarding the dates of the review as it was found to be incorrect.

A **motion** to accept the monitoring report with revisions to the dates provided by Claudette Nickerson was made by Carlos Perez and seconded by Ryan LaGrange. The motion carried unanimously with no oppositions or abstentions, with the following in

favor: Deborah Aymond, Terry Castille, Julie Cherry, Sydney Crawford, Helen Dartez, James Debaillon, Terry Garrett, Chris Hockaday, Rachel Murray, Chuck Nuzum, Barbara Prejean, Willie Smith, and Angela Tauzin.

**XIII. Updates**

Cortney Boutte'-Breaux provided an update to the board regarding the Super Regional Initiative. She stated that through recent partnership with South Louisiana Community College, a Scaffold Building class was established through a Customized Training Contract. This contract included over \$200,000 of contributions from employers in order to train certified scaffold builders. This partnership has led to many new and innovative ideas that are currently being explored by staff of many partnering agencies. Cortney referred all members to the July 2016 issue of The Pulse, a regional newsletter that was included in the packets. Cortney then called on Jermaine Ford, Director of the Corporate College with South Louisiana Community College, to provide information on recent programs that the corporate college has just developed. Jermaine solicited partnerships with the employers present and requested that they assist the community college and corporate college with new programs that lead to credentials.

**XIV. Upcoming Events**

- **I9 ASHRM Workshop**

Ryan LaGrange, President of the Acadiana Society for Human Resource Management (ASHRM) provided information regarding an upcoming workshop that is being provided to employers and organization free of charge. Ryan did state that the workshop has currently reached its max recipients, but anyone interested in attending could join the waiting list.

- **Live Annual Ethics Training**

Cortney Boutte'-Breaux reminded all members that the Louisiana Ethics Commission requires that all public board members must complete an hour of mandatory ethics training. The training is offered via live training as well as online. Cortney informed that all members are invited to attend the live training that will be offered at the Heymann Center on September 7<sup>th</sup>. More information regarding this training will be sent via email to all members.

- **2016 ASHRM Annual Conference and Expo**

Ryan LaGrange provided information to all members and guests regarding the upcoming 2016 ASHRM Annual Conference and Expo that will be held on September 14<sup>th</sup> at the Cajundome Convention Center. Anyone interested in attending the conference can register online at Acadiana Society for Human Resource Management.

- **Diversity Job Fair**

Deborah Aymond, Regional Manager for Louisiana Rehabilitation Services (LRS), provided information on the upcoming Diversity Job Fair that will be held on October 13<sup>th</sup>, 2016 from 9am to 12pm at the Heymann Center in Lafayette. Employers are encouraged to registered via EventBrite. The job fair is open to the public and free to employers.

**XV. Other Business**

There was no other business discussed.

**XVI. Public Comments**

There were no public comments made.

**XVII. Adjournment**

A **motion** to adjourn the meeting at 4:02pm was made by Terry Garrett and seconded by Sydney Crawford. The motion carried unanimously with no opposition or abstentions with the following in favor: Deborah Aymond, Terry Castille, Julie Cherry, Helen Dartez, James Debaillon, Chris Hockaday, Ryan LaGRange, Rachel Murray, Chuck Nuzum, Carlos Perez, Barbara Prejean, Willie Smith, and Angela Tauzin.

---

Angela Tauzin, Chairperson  
Lafayette Workforce Development Board

---

Cortney Boutte'-Breaux, Interim Exec. Admin.  
Lafayette Workforce Development Board